

Senate Standing Committees on University Budget

Friday, January 26, 2018

9:00 a.m. - 9:30 a.m.

Surrey Campus, Cedar 2110



KPU

AGENDA

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|----|--|---------------|------|
| 1. | Call to Order | David Burns | 9:00 |
| 2. | Confirmation of Agenda | | |
| 3. | Approval of Minutes, December 8, 2017, and January 5, 2018 | | |
| 4. | Chair's Report | | |
| 5. | New Business | | |
| | 5.1 Report for Senate Standing Committee on the Library | Chris Traynor | 9:05 |
| 6. | Adjournment to joint meeting with SSC Academic Planning and Priorities | | 9:25 |
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Senate Standing Committee on University Budget

MINUTES OF REGULAR MEETING

Friday, December 8, 2017

9:00 AM – 12:00 PM

Surrey Campus, Cedar 1140

Present: (7 members)		Ex-Officio / Non-voting
Barnabe Assogba Faith Auton-Cuff Stefanie Broad Caroline Daniels Diane Purvey	Sukey Samra Renu Seru Wayne Tebb Tom Westgate (Chair) Elizabeth Worobec	David Burns Jane Fee Sal Ferreras Joe Sass
Regrets:	Senate Office	Guests:
David Florkowski Alan Davis Michael Wong Jon Harding	Rita Zamluk, Administrative Assistant	Chamkaur Cheema Stefanie Singer Joyce McKenzie

1. Call to Order

The Chair called the meeting to order at 9:08 a.m.

2. Approval of Agenda

Wayne Tebb moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, November 17, 2017

Diane Purvey moved the minutes be accepted as circulated.

The motion carried.

4. Chair's Report

The Chair updated progress made with Mechatronics and encouraged members to participate in the following discussion.

5. Pending Business

5.1. Budget Executive Priorities 2018 /19

Joe Sass updated the committee on the circle of executive budget priorities which are: supporting the new Teaching and Learning Action Plan, strategic enrollment planning, graduate programming, long-term sustainability of KPU, and support for indigenous programming and indigenization of the institution.

The committee discussed supporting the Faculties who deliver Teaching and Learning, providing the infrastructure required for enrollment planning and growth in a timely manner, listening to the Deans for direction to ensure sustainability, and the need to be more strategic with enrollment.

5.2. 2018 / 19 Budget Development Priorities

The Chair opened the discussion. The committee reviewed the list of budget priorities compiled December 9, 2016, and collectively reported progress on achieving the priorities. Joe Sass, Executive Director, Financial Services, Jane Fee, Deputy Provost, Student Services, and Sal Ferreras, Provost and Vice-President, Academic assisted with the review on progress.

The review of the non-prioritized list of 2017/18 budget priorities follows:

- Enhance safety and security on all campuses
 - New chief safety officer, new staff in safety and security, new control centre, new cameras, new position in education and awareness programming, new policy and procedures regarding sexual violence
- Support enhancement of student services, supports and community on campus
 - New strategic hires and realignment (drawn from existing money): student services leadership
 - Policy and procedure reform to remove barriers for students
 - Senate committees have realigned to focus more on barriers
 - New committees on Teaching and Learning and Research created
 - Expansion of access to Faculty level advising via digital communication
 - Faculty level teaching and learning refocusing
 - Healthy university framework
 - Thrive week initiative
 - First Year Committee, focus on retention and community
 - Events committee increased internal coordination
 - We had coffee (hours)
 - New KPU day
- Continue support for the zero-based-budget process and the identification of operational efficiencies and cost savings
 - Haven't spent additional monies.
 - Budget forums indicate understanding of new process
- Assess all revenue generating operations, their respective cost structures, contributions and risks
 - We have a better understanding of current revenue generating environment.
 - Changes have been made to CPS department that have resulted in more transparency.
 - Finance is more diligent about making overhead costs clear
- Enhance student success and retention through a focus on continuous quality improvement of teaching and learning opportunities for our diverse and changing student stakeholders
 - Support for learning outcome systems has worked well, also accreditation.
 - This is reflected in 18/19 executive priorities
- Support the enrollment of future students by strengthening alumni engagement and institutional marketing and branding
 - VP-External portfolio has evolved
 - Alumni Services manager hired to focus on engagement
 - Mid-year budget has further supported

- Maintain an action-ready plan for addressing deferred maintenance, facilities improvements and strategic capital initiatives
 - Plans in both areas now before Ministry.
 - Mid-year budget to be used to support robust capital planning.

The committee reviewed the annual SSCUB work plan:

- November- provides advice to the President on Senate's priorities for budget development
- December- budget priorities set
- January- draft budget reviewed by SSCUB
- February- provides advice and recommendations on the draft University Budget for consideration by Senate

Wayne Tebb moved to create a working group to prepare the draft budget response to bring back to SSCUB on January 19, 2018.

The motion carried.

Committee members are: Tom Westgate, David Burns, Wayne Tebb, Renu Seru, Chamkaur Cheema

5.3. Update on Weekend Services for Students

Joe Sass suggested inviting a representative from Facilities. The committee refined the meaning of weekend services, the type of services to provide, and next steps to develop short- and long-term plans.

6. New Business

6.1 Full Program Proposal: Mechatronics and Advanced Manufacturing Technology

Sal Ferreras addressed committee concerns raised at November 17, 2017 meeting. He thanked David Florkowski, Joanne Massey, John Singh, Ron Murray, Lynn Doull, Josephine Chan, Louella Mathias, and others for their work preparing the proposal.

He provided an overview of the importance of the program in expanding trades programming, the funding of program requirements, potential provincial funding, the amortization of the initial program losses over a number of years until the program is full, and the evolving structure of the department within the Faculty of Trades and Technology. Staffing and class sizes will be discussed with the Kwantlen Faculty Association. The program will be an undergraduate program. He thanked the committee for their questions.

Joanne Massey answered questions regarding marketing and student employability. David Burns, Vice-Chair of Senate reported on the interest expressed by the Conference Board and Parliament in the program.

Diane Purvey moved that the Senate Standing Committee on University Budget has reviewed, and recommends approval of, the budget to Senate as presented with further consideration to revising the costs associated with:

- **Program staffing (advisor, program assistant and instructional associate)**
- **Chair's release**
- **Class size**

The motion carried.

David Burns, Vice-Chair of Senate, highlighted a governance issue may exist with Senate making decisions or requesting information about class sizes.

7. Items for Discussion

7.1. List of Concerns

Joe Sass discussed the list on concerns that include: the linkage between budget allocation and enrollment, centralization of expenses, and ways to request additional budget allocation.

Action: Joe Sass will create and bring back a factsheet providing answers to common questions and concerns.

7.2. Budget Presentation Process Review and Feedback

Joe Sass reported on feedback he has received to date. He will be providing a more comprehensive report at a later meeting when the process is complete.

8. Adjournment

The meeting adjourned at 10:58 a.m.



Senate Standing Committees on University Budget

MINUTES OF REGULAR MEETING

Friday, January 5, 2018

11:00 a.m. – 11:15 a.m.

Surrey Campus, Cedar 1140

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET		
Present: (Quorum: 7 voting members)		Ex-Officio / Non-voting
Stefanie Broad Diane Purvey Sukey Samra Renu Seru	Wayne Tebb Tom Westgate Elizabeth Worobec	David Burns Jane Fee
		Ex-Officio / Voting
Regrets:		Guests:
Barnabe Assogba Caroline Daniels David Florkowski Faith Auton-Cuff Alan Davis Jon Harding	Michael Wong Joe Sass Sal Ferreras	Chamkaur Cheema
	Senate Office	
	Rita Zamluk, Administrative Assistant	

1. Call to Order

David Burns, Vice-Chair of Senate, called the meeting to order at 11:05 a.m.

2. Selection of Chair

Jane Fee, took over as Chair of the meeting to discuss the selection of Chair until August 31, 2018.

Tom Westgate resigned as Chair of the Senate Standing Committee of University Budget on January 3, 2018.

The committee discussed workload, the role of the Vice-Chair, the budget development process, succession planning, and selecting the next chair.

Action: Add succession planning for the Chair of SSC University Budget to the next SSC University Budget agenda.

Diane Purvey moved that the Vice -Chair of Senate be the Interim Chair of the Senate Standing Committee on the University Budget until August 31, 2018.

The motion carried.

3. Adjournment

The meeting adjourned at 11:16 a.m.



Senate Standing Committee on University Budget

MEETING DATE: *January 26, 2018*

AGENDA #: *5.1*

PRESENTED BY: *Chris Traynor*

Report from: Senate Standing Committee on the Library

Over its previous three meetings, two issues have been raised at the Senate Standing Committee on the Library (SSCL) that have particular relevance to the Senate Standing Committee on University Budget. Details on each of the issues as well as recommended actions are outlined below.

ISSUE 1: TRANSPARENCY OF STUDENT FEES FOR “LIBRARIES, TECHNOLOGIES and STUDENT LIFE”

- At SSCL’s April 26, 2017 meeting, a KPU Librarian reported that all KPU students are charged a student fee for “libraries, technologies and student life,” but a transparent accounting of the distribution of these fees was not accessible. This concern had apparently been raised to SSCL in the past but no action had been taken to resolve the problem. SSCL subsequently endorsed a motion for the University Librarian, Todd Mundle, to investigate the concern and report back to the committee. SSCL also questioned the premise of the University having a separate fee for “libraries, technologies and student life,” and argued that funding for such areas should more appropriately be covered by general revenues and not tacked on as an additional service fee to each student.
- On November 15, 2017, Stefanie Singer, Interim Director, Budget Planning, and Financial Reporting, attended SSCL and reported the following:
 - The student fees for “libraries, technologies and student life” is calculated at a rate of 7% for domestic students and 6.2% for international students.
 - All fees are collected centrally by Finance.
 - There is no direct weighting for how the fees are distributed to the three service areas for which the fee is named: the Library, Information Technology, and Student Life.
 - Growth in funding for the above three service areas over the past several years has outstepped revenue from the fees.

SUGGESTED ACTION

- SSCL recommends SCUB seek a transparent accounting of the student fees for “libraries, technologies and student life,” including how revenue from this fee has been distributed as well as the metric for distribution.

ISSUE 2: IMPROVING ACCESSIBILITY FOR STUDENTS WITH DISABILITIES

- At SSCL's September 2016 meeting, Kimberly McMartin, KPU Senator, reported some students with visual impairments had trouble with the login process on Library computers. Subsequently, SSCL member, Marti Alger investigated further and found a number of wider (in)accessibility concerns at Library computer stations. At the November 2016 SSCL meeting, Ms. Alger provided a thorough report with detailed photographs to describe the problem. SSCL asked the University Librarian to follow up on the issue and report back to the committee. Some accommodations were made to remedy the initial problem of computer login for students with visual impairments, but SSCL felt the number of other (in)accessibility concerns reported should be addressed.
- At SSCL's September 2017 meeting, Marti Alger provided a thorough update to her initial report that identified a number of still ongoing (in)accessibility problems with Library computer stations. Ms. Alger's report also identified a number of possible solutions. SSCL felt, because accessibility concerns addressed a broader issue that intersects several areas of responsibility at the University—Facilities, Information Technology, Services for Students with Disabilities, to name a few—the committee was unable to fully resolve the problems identified. SSCL subsequently referred the issue to the President's Diversity and Equity Committee (PDEC) for further action.
- At the October 12, 2017 meeting of PDEC, Ms. Alger presented her report on ongoing (in)accessibility at the Library. The committee noted the complexity of the issue and discussed potential practical solutions.
- At SSCL's November 2017 meeting, Ms. Alger reported back to the committee on her meeting with PDEC and noted one of the suggested actions to resolve problems with (in)accessibility was to embed consideration of accessibility accommodations in the University budget process. SSCL endorsed this idea as a pragmatic approach to making KPU services more accessible.

SUGGESTED ACTION

- SSCL recommends SCUB ask that accessibility accommodations be embedded in the University budget process. To incorporate this consideration, a separate budget line for accessibility modification could be added as a standing item for each University area during the budget ask process.